

JOB DESCRIPTION
Park Hill School District

Project Facilitator

Purpose Statement

The purpose of the Project Facilitator is to assist project planning, organization and communication for new and existing technologies across the district; ensure district staff know how to use district technology and digital tools; communicate effectively with all stakeholders; provide creative solutions for technical needs; and provide general support as assigned.

This job reports to the Manager of Communications and Training.

Essential Functions

- Adhere to and facilitate projects and project work for the purpose of supporting departmental and organizational goals.
- Aid project teams in setting goals, timelines and achieving clarity to ensure projects are completed in expected timeframes.
- Assist in the creation of district level internal and external communications to ensure all stakeholders are informed in a timely manner.
- Assist in the development of presentations and reports to communicate progress and process of departmental actions.
- Assist in the identification of solutions for identified processes and/or projects to meet customer requests or solve customer issues.
- Assist in training internal staff on project management processes and strategies to ensure consistency in approach.
- Assist with project setup, scheduling and coordination for the purpose of supporting departmental activities.
- Coordinate and develop training related to project work to ensure users are sufficiently prepared to utilize district solutions.
- Develop and utilize project resources to ensure stakeholders have adequate tools and documentation for their work.
- Develop communication plans for project implementation or product enhancement for the purpose of keeping all stakeholders informed.
- Facilitate project logistics such as meetings, conference calls, etc. for the purpose of supporting project staff.
- Forge trusting relationships with department and district staff for the purpose of providing project support and guidance.
- Foster positive attitudes and ensure team commitment for the purpose of ensuring adequate progress toward project completion.

- Gather information and ideas for program development to ensure continual monitoring of district needs.
- Gather requirements for identified projects and act as liaison between end users and project teams for the purpose of ensuring needs of stakeholders are met.
- Maintain digital communications on multiple platforms for the purpose of documenting steps toward project completion.
- Participate in the development, maintenance and publication of project management standards and guidelines to ensure consistency in process.
- Prepare project and training documentation, instructions and other materials to support project work.
- Review project materials and deliverables for adherence to methodologies and procedures.
- Support continued development of the Department of Technology's Communication Plan for the purpose of ensuring plan relevancy.
- Support continued development of the Department of Technology's Training Plan for the purpose of ensuring training is based on latest developments.
- Track and maintain metrics of all deliverables, assess effectiveness and provide recommendations for improvement for the purpose of evaluating project success.
- Work collaboratively with technology staff and stakeholders for the purpose of ensuring district needs are met.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform tasks simultaneously with a potential need to upgrade skills to meet changing job conditions. Specific skill based competencies required to satisfactorily perform job functions include: teaching technical topics to non-technical audiences; planning and managing projects; maintaining digital documentation and training resources; excellent customer service and communicating effectively both verbally and in writing with internal and external audiences.

KNOWLEDGE is required to understand technical information; compose a variety of documents; facilitate group discussions; and solve problems. Specific knowledge based competencies required to satisfactorily perform the job functions include: using creative design techniques with a variety of applications and project management techniques and tools.

ABILITY is required to use basic, job-related equipment; schedule activities and/or meetings; and gather/collate data. Flexibility is required to work with others in a variety of circumstances; and identify and document processes. Ability is also required to work

with diverse individuals and/or groups. Problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform job functions include: developing effective working relationships, communicating with persons of diverse technical knowledge and skills; providing clear instructions; setting priorities; being detail oriented; managing multiple projects and tasks with minimal supervision; maintaining excellent written and oral communications; and being solutions oriented.

Responsibility

Responsibilities include: working under limited supervision; following standardized practices and/or methods; leading, guiding and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

<u>Experience</u>	Job related experience within a specialized field is required. At least one year experience working in an educational environment is preferred.
<u>Education</u>	Bachelors degree in job-related area.
<u>Clearances</u>	Criminal Justice Fingerprint/Background Clearance